



SATISFACTORY ACADEMIC PROGRESS POLICY

Department of Education regulations require that financial aid recipients meet both a qualitative and quantitative standard to be eligible to receive Federal Financial Aid. The policy applies to all students on federal and state financial aid. Federal regulations also state that schools must monitor a student’s academic progress at least once an academic year. Academic progress will be checked at the end of each semester. Students are notified via email if the student is not making satisfactory academic progress.

Students who have already received a Bachelors Degree are not eligible for grants, and will not be eligible for other aid at ENMU-Roswell due to the time frame policy.

Satisfactory academic progress is defined by federal regulations in conjunction with the university as obtaining and maintaining a semester and cumulative grade point average of 2.0 or better, a cumulative completion average of 70% or better and having an academic standing consistent with graduation requirements.

The assessment of a student’s academic progress is based on the student’s entire academic record to include all attempted hours whether or not the student received financial aid for previous semesters of enrollment. In evaluating transfer students, all credit hours attempted are counted toward the time frame limit.

Academic progress is monitored by a Qualitative (GPA) measurement as well as a Quantitative (incremental completion rate and time frame) measurement.

Qualitative Standards: GPA Requirements for Undergraduate Students

Students must maintain a 2.0 semester and cumulative grade point average or greater to remain in good standing. Students that fall below the 2.0 GPA will be on probation for the next semester of attendance.

For financial aid purposes final grades of F, W, I, and AU (Audit) are not considered as satisfactory. Audit courses are not funded by financial aid.

SAP CODES

- **PROB** - Probation – student did not complete all classes he/she attempted for the semester or GPA was below 2.0.
- **PROBCU** – Probation cumulative – student’s cumulative completion GPA is below 2.0 and completion average is under 70%. (Students will remain on PROBCU until his or her cumulative GPA is 2.0 or better and/or completion average is above 70%.)
- **ELIG**- Eligible – student is maintaining satisfactory academic progress
- **TIME** – Student has exceeded the time frame limit of 106 attempted hours.
- **OFFAID** – Student did not meet the terms of probation and is ineligible for financial aid.

Quantitative Standards: Completion rate requirements for all students:

Students are monitored in two areas.

1. Incremental standard. Students must complete a minimum number of credit hours each semester of enrollment. The minimum number of hours the student must complete each semester is based on the number of hours for which the student initially enrolled, and the number of hours successfully completed.
2. Time frame standard. Students are expected to complete a program within 106 credit hours, which is the time frame limit for financial aid eligibility at ENMU-Roswell.

In cases, where a student is transferring in, the student may not be notified until after the semester has begun that he/she has exceeded the time frame limit for financial aid, because the file is not evaluated until it is complete.

PROBATION – Students not making satisfactory academic progress will be on probation for the next semester the student is attending and receiving financial aid. The student must pass each class he/she enrolls in, and have an overall 2.0 grade point average. The student will automatically be placed on probation if academic progress is not made. Ex: Student enrolled in 12 credit hours and completed 9.

OFFAID – Students who lose financial aid eligibility as a result of not meeting the terms of the probation will have to demonstrate that SAP (Satisfactory Academic Progress) standards were met during the next semester of attendance by establishing a 2.0 grade point average and completing 70% of the coursework.

TIME FRAME – Per federal regulations a school must set a maximum time frame limit in which a student is expected to finish a program of study. For an undergraduate program, the maximum time frame may not exceed 150% of the published length of the program. The average length of an Associate of Arts Degree, Associate of Science Degree and an Associate of Applied Science Degree was used to determine the maximum time frame of 106 credit hours for financial aid at ENMU-Roswell. All attempted credit hours are counted toward the time frame limit, whether or not financial aid was received.

FINANCIAL AID APPEAL PROCESS

Students whose aid has been cancelled/denied as a result of not meeting the Standards of Satisfactory Academic Progress may appeal for reinstatement of financial aid if there are extenuating circumstances affecting their progress. Students must submit an appeal form with all required documents to the Financial Aid Office. Appeal forms are available on-line at www.roswell.enmu.edu and go to financial aid and forms. The committee considers all pertinent information when making their decision, and reviews appeal cases submitted by students for the following reasons:

- Denial of financial aid due to unsatisfactory academic progress.
- Time frame limitations beyond 106 credit hours for all financial aid due to extenuating circumstances resulting in students exceeding the limit and not yet receiving a degree. Extensions are not made to students seeking a second degree or for students who have been previously denied for extension of time.

WITHDRAWING FROM CLASSES

Students who enroll in classes are responsible for officially withdrawing from classes they are not attending or planning to attend. Students that stop attending classes and do not officially withdraw from classes will receive a failing grade. In these cases, students that received Title IV funds may owe all or a portion of the money received back to the school and or the Federal Government. Students who owe money back are not able to enroll in school, receive Title IV assistance or obtain academic transcripts until the balance has been paid in full.